

MS-003

INSTRUCTIONS FOR COMPLETING THE PROPOSED REPORTING FORM

An MS-003 must be completed for each new or proposed reporting requirement identified on AR-002. Reporting is used to summarize the evaluation of the processes, operations, emissions or other aspects of a facility over a period of time. Reporting must provide reliable data from a relevant time period to demonstrate compliance with the permit requirements. Refer to the Periodic Monitoring document *Procedures for Evaluating Periodic Monitoring Submittals in Renewable Operating Permits*, and the technical guidance document *Compliance Assurance Monitoring*, which are available via the AQD website at <http://www.deq.state.mi.us/aqd>.

Complete this form for all reporting that must be submitted, whether it is part of a monitoring system identified on MS-001, testing/sampling identified on MS-002 or if it is used alone as a method of monitoring. If submittal of a report is not required as part of a monitoring/reporting system or testing/sampling, this form is not required.

SRN – Enter the State Registration Number (SRN) assigned to the source.

1. **Operator's Emission Unit or Flexible Group ID** – Enter the Operator's ID of the Emission Unit or Flexible Group subject to reporting. This ID was created in Item 2 on the Emission Unit form (EU-003) or the Flexible Group form (FG-001). If the reporting is source-wide, enter the stationary source's SRN.

REPORTING INFORMATION

2. **List all Applicable Requirement IDs** – List all applicable requirement IDs from AR-002 for which reporting is being used to demonstrate compliance.
3. **Report Description** – List and briefly describe the content of all reports that must be submitted to the AQD (e.g., NSPS excess emission report, NESHAP initial notification, stack test results, annual certification report, emission exceedance report). An AI-001 form may be used to attach a copy of a blank reporting form.
4. **Reporting Frequency** – The reporting frequency is how often all monitoring data results will be summarized and submitted, in report format, to the AQD. This is usually stated in the applicable requirement. If there is more than one reporting frequency, select the most restrictive or frequent. Complete AI-001 to describe any variations in reporting frequency.
5. **Additional Information ID** – Provide the ID created on the associated A-001 form for any additional information or attachments that supplement this form. Refer to AI-001 instructions to create the ID. If the additional information or attachment is more than one page, label each page to show the relationship between pages.